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**Policy Review Committee Minutes:**

**September 26th, 2024, 1:00 to 2:00pm via Zoom**

**Policy Committee Attendance:**

**Present:**

Stacey Hilton – Dean for Instructional Support, Policy Committee Chair

Marnee Zazueta – Academic Affairs Representative

Jamie Oltersdorf – Coordinator/CHRO, Policy Committee Support

Denise Woolsey – Faculty Representative

Phillip Peak – YC Foundation

Irina DelGenio – Dean, Verde Valley

Jeb Bevers – Faculty Representative

Frank D’Angelo – Director, Business Services/Control

Aderemi Adedokun – Faculty Senate Representative

Jericho Nucum– Student Representative

**Absent:**

Tania Sheldahl – Associate Vice President of Student Affairs

Leslie Sparkman-Winsor – YC Staff Association Representative

Pam Pierce – HR Policy Support, HR Voting Representative

**Guest:**

Janet Nix - CHRO

**Agenda Items:**

* **Committee Actions:**
* Minutes, August 22nd, 2024 – Approved
* Motioned: Irina Del Genio
* Second: Jeb Bevers
* **Discussion Items**
* Information Security Data Classification & Handling Policy and Procedure, 5.11 & 5.11.01
* Send to College Council - Approved
* **Motion:** Denise Woolsey
* **Second:** Marnee Zazueta
* Clean Desk & Clear Screen, 5.30
* Send to College Council – Approved
* **Motion:** Jeb Bevers
* **Second:** Denise Woolsey
* Mobile Devices, 5.33
  + - Send to College Council – Approved
    - **Motion:** Phillip Peak
    - **Second:** Jeb Bevers
* Athletic Department Drug Operational Policy, 4.02
  + - Send to College Council – Approved
    - **Motion:** Irina Del Genio
    - **Second:** Denise Woolsey
* Evaluation of Student Learning, 3.06
* Send to College Council – Approved with the following edits:

IP> The IP grade is available for competency Based courses only – Recommended removal of statement

Separate the W & Y statuses and make them separate paragraphs

* **Motion:** Denise Woolsey
* **Second:** Irina Del Genio
* Vacation Cash Out Policy, 2.22
* Send to College Council – Approved with the recommendations from feedback
* **Motion:** Phillip Peak
* **Second:** Irina Del Genio
* **Additional Discussion:** Jeb> Does it apply to Faculty? Why not make individuals take the leave days?
* Probationary Period for Non-Faculty Employees (Full-time and Regular Part-time) Policy, 2.06
  + - Send to College Council – Approved with the following edit:
* Use of the term Probational be changed to Provisional throughout document
* **Motion:** Irina Del Genio
* **Second:** Phillip Peak
* **Additional Discussion:** Be more intentional on retention
* **Informational Only:**
* Absence of Instructors from Classes, 3.25 – Review for next meeting
* Instructors as Students, 3.24
* Sent back to Policy Review Committee from College Council for further review and discussion. Moved to October meeting
* **Policy/Procedure Updates:**
* **Procedure Revisions:**
* No Procedure Revisions
* **Policy Change Proposals:**
* No Policy Change proposals submitted
* **Policies out for Public Review**
* No Policies our for Public Review
* **Policy Sunsets**
* No Policy Sunsets
* **Other information:**
* N/A

**Meeting Adjourned at 2:18pm**

**Motioned:** Jeb Bevers

**Second:** Irina Del Genio

**Next Meeting: October 24th, 2024**